

Contract User Guide for HSP40

HSP40: Medical Commodities

UPDATED: 1/23/18

Contract #:	HSP40
MMARS MA #:	HSP40*
Initial Contract Term:	4/1/15 - 6/30/20
Maximum End Date:	Two (2) one year extension(s) to 2022
Current Contract Term:	4/1/15 - 6/30/20
Contract Manager:	Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This Contract Contains:	Small Business Purchasing Program, MBE/MWBE/WBE
UNSPSC Codes:	42-19-00 Medical Facility Products

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Medical Commodities. This contract covers medical commodities for medical, surgical, urological, or wound care that are used for the provision of healthcare in any setting. It does not cover laboratory supplies and equipment, prescription drugs and medical equipment costing more than \$5,000 per unit. The products and services available include:

- disposable equipment
- exam supplies and instruments: blood pressure cuffs, stethoscopes, thermometers,
- first aid products
- germicides, gloves, medical hosiery, protective wear
- IV sets, solutions, supplies and related products
- medical training aids such as manikins
- needles and syringes
- nursing charting and other supplies
- nutritional products including enteral feeding products and supplies
- medical linen, medicated soaps
- patient items: condoms, diapers, incontinence diapers/ briefs/under pads, mouth care products, sick room utensils, ostomy care products

Healthcare equipment with an individual value greater than \$5,000 is not covered by this contract.

UPDATES:

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competitive published net price lists allow buyers to compare prices.
- Vendors may offer additional market share or \$ volume discounts, or consignment programs.
- Vendors may pre-arrange direct billing Medicare Part B or purchaser at that price if lower than the Net Price List.
- Vendors will work with a purchaser to provide free sample products for product review or evaluation trials.
- Vendors will arrange for purchaser training on products and respond to a request for training within ten (10) Calendar days of the request. When Continuing Education Credits are available for the training, the Vendor will make them available.

Find Bid/Contract Documents

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- To find all contract-specific and vendor-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.
- **New Items or bulk pricing:** Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor's Price List or a quantity price is not listed in a vendor's catalog. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Additional items quoted by the vendor per the RFR".

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by using the [vendor information](#) page, where links to all the vendors MBPO's are provided.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

Per 801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including

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designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.


When contacting a vendor on this statewide contract, always reference HSP40 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment. This is the purchase method for Geriatric Medical, McKesson, and Medline.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order. This is the purchase method for RGH Enterprises, Trans Med, and Westnet.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

New Items or bulk prices: Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor's Price List. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Non-catalog item quoted by vendor per RFR".

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Obtaining Quotes

Contract users should always reference HSP40 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value. For new items: Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor's Price List. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Non-catalog item quoted by vendor per RFR".

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Product Trials, Pilots, and Demonstrations

Vendors will work with a purchaser to provide free sample products when the purchaser is conducting product review or evaluation trials prior to purchase. Vendors will arrange for purchaser training on products and respond to a request for training within ten (10) Calendar days of the request. When Continuing Education Credits are available for the training, the Vendor will make them available.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Contract Exclusions and Related Statewide Contracts

This contract does not cover Laboratory Supplies and Equipment (HSP41), Prescription Drugs (MED47), and medical products costing more than \$5,000 per unit. Click here for [Contract User Guides](#) including HSP41 and MED47.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Shipping: no charge for delivery within seven (7) calendar days of orders of \$50.00 or more in the same day to the same delivery address either from the Vendor or for drop shipping directly from a manufacturer or other source. A purchaser has the option of agreeing to special charges such as: a delivery charge of up to \$20.00 for orders under \$50.00, expedited (express or overnight) delivery, hazmat fees, or other special handling. All fuel charges or fuel surcharges are prohibited under this Contract.

Returns: The purchaser may return any item in original packaging and in saleable condition within seven (7) calendar days of receipt of order unless at time of the order the Vendor clearly stated in writing that an item was not returnable. A wrongly shipped item received in error for which the purchaser notifies the Vendor within sixty (60) calendar days of

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receipt must be replaced, credited, or repaid by check at the option of the purchaser. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

Recalls or Notices of Defects: The purchaser is to receive timely Vendor notice to work together to maintain operations. The purchaser is not responsible for the cost to replace the item and has the option of receiving a credit instead.

Additional Information/FAQs

Frequently Purchased Items on the Contract

Products frequently purchased through this contract include:

- disposable equipment
- exam supplies and instruments: blood pressure cuffs, stethoscopes, thermometers
- first aid products
- germicides, gloves, medical hosiery, protective wear
- IV sets, solutions, supplies and related products
- medical training aids such as manikins
- needles and syringes
- nursing charting and other supplies
- nutritional products including enteral feeding products and supplies
- medical linen, medicated soaps
- patient items: condoms, diapers, incontinence diapers/ briefs/under pads, mouth care products, sick room utensils, ostomy care products

Geographical Service Area

Contractors will be able to provide the requested service(s) throughout the Commonwealth.

Product Specifications, including Environmental Standards and Requirements

All commodities sold under this contract must be compliant with all: applicable Federal laws and regulations such as FDA 21 CFR at time of sale; and all applicable Commonwealth of Massachusetts Laws and Regulations; and when applicable meet City of Boston Fire Code standards.

Commodities purchased under this contract will primarily be used in Hospitals and Healthcare Institutions and most need to be “hospital grade” and meet all Joint Commission standards and be intended for use in Hospitals and Healthcare Institutions. Some products sold may be commercial grade where not involved with patient safety, such as non-medical use gloves.

Warranties

Manufacturers’ warranties apply.

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Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount may be negotiated by buyer if a certain volume of product is purchased.
- **Market Share Discounts:** discount may be negotiated by buyer if a certain % of total facility product(s) needs is purchased.

If the Needed Product Can Not be Found

If a product cannot be found in [the vendor's catalog, price sheet or PunchOut], it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may add it to their product offerings without approval of OSD. Contract users should always reference HSP40 when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Non-catalog item quoted by vendor per RFR".

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Strategic Sourcing Team Members

- Debra Combra Department of Mental Health
- Jennifer Fennel Lemuel Shattuck Hospital
- Judy Lydon-Ruby Wrentham Developmental Center
- Dorothy Martin Department of Mental Health
- Jacqueline Paye Western Mass Hospital
- Kathy Rufo Tewksbury State Hospital
- Brian Sullivan Western Mass Hospital

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Minimum Order	List any other important items
GERIATRIC MEDICAL & SURGICAL SUPPLY	PO-16-1080-OSD03-SRC3-00000007021	Yes	1 - VC6000156 498	Jeff Goldstein	800-442-1205	jgoldstein@geriatricmedical.com	N/A	N/A	PPD 1%/20	N/A	N/A	N/A
McKesson Medical-Surgical Minnesota Supply	PO-16-1080-OSD03-SRC3-00000005360	Yes	2- VC6000243 176	Scott Pickens	614-208-0950	scott.pickens@ckesson.com	N/A	N/A	PPD 1%/10	N/A	N/A	N/A
Medline Industries, Inc.	PO-16-1080-OSD03-SRC3-00000006822	Yes	3- VC6000239 414	Keith White	508-478-3713	kwhite@medline.com	N/A	N/A	PPD 1%/10	N/A	N/A	N/A
RGH Enterprises-Independence Medical	PO-17-1080-OSD01-OSD10-10583	No	5- VC0000651 490	John Fasolino	508-333-8516	john.fasolino@indemed.com	N/A	N/A	PPD 1%/15	N/A	N/A	N/A
Trans Med USA Inc.	PO-16-1080-OSD03-SRC3-00000007014	No	6- VC6000175 319	Darius Masalehdan	978-649-1970	darius@transmed-usa.com	N/A	N/A	PPD 1%/10	SBPP	N/A	N/A
Westnet Inc.	PO-16-1080-OSD03-SRC3-00000007850	No	4- VC6000180 121	Tina McLean	781-828-7772	Tina@westnetmed.com	N/A	N/A	PPD 1%/10	MBE	N/A	N/A

*Note that COMMBUYS is the official system of record for vendor contact information

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